

New Employee Orientation

Welcome and Congratulations on your new employment with Mississippi Valley State University.

New Hire Orientation is scheduled to be held on the 1st and 15th of each month except if the assigned dates fall on holiday/weekend then orientation will be on the next scheduled work day.

The staff in the Office of Human Resources is committed to providing prompt, courteous, and quality service to our faculty, staff, and students. Our goal is to continually look for new and innovative ways to improve our processes and service delivery.

Please [click here to access the New Hire Orientation Packet](#). Please complete the new hire orientation packet prior to attending the orientation session. The orientation is held in the Office of Human Resources located in the Sutton Administration Building, 3rd Floor Suite 322. The orientation will begin at 9:00 a.m.

Additionally, please bring proof that you are presently eligible to work in the United States for I-9 purposes (see attached list of acceptable documents included in the orientation packet).

Also be sure to bring:

- Social security number and date of birth for dependents who will be covered under any insurance plan or for anyone who will be listed as a beneficiary for state retirement.

Please note the **Optional Retirement Plan (ORP) forms** are not included in the above New Hire Orientation packet link as not all positions are eligible to participate in the Optional Retirement Plan.

We look forward to meeting you!